

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Curriculum and Student Services, plan, organize, control and direct Alternative Education services within the Alternative Education division; coordinate assigned activities with Alternative Education sites and outside agencies, including the management and coordination of State and federal grants; provide responsible administrative support to the Assistant Superintendent; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Alternative Education services within the Alternative Education division; provide responsible administrative support to the Assistant Superintendent; meet with staff to identify and resolve problems; review and evaluate methods and procedures.

Participate in the management, coordination and implementation of State and federal grants; work with district coordinators and staff in providing technical assistance; serve as contact person between the districts and the County Office.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assist with the selection of employees; coordinate and assist with training and professional growth activities; work with employees to correct deficiencies.

Participate in the management, development and administration of the assigned services annual budgets; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring and control of expenditures in accordance with established limitations.

Assist with curriculum development and improvement of instruction.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; identify resource needs; research, analyze and evaluate new service delivery methods, procedures and techniques.

Participate in needs assessment activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and review with the Assistant Superintendent; implement improvements.

Participate in new student orientation and intake procedures; respond to parents and staff involving problems of discipline, counseling, attendance and truancy and resolve difficult and sensitive inquiries and complaints; assure compliance and consistent application of suspension/expulsion and other attendance-related laws.

Participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; assure timely and accurate submission of reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; make presentations as directed.

OTHER DUTIES:

Maintain current knowledge of new trends and innovations in the field of alternative education and other related areas.

Assume responsibility of a teacher to assure proper classroom coverage as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of alternative education programs and services.

Operational characteristics, services, and activities of alternative programs.

Organizational and management practices related to the analysis and evaluation of services, policies, and operational needs.

Principles and practices of alternative education services development and administration.

Services and curriculum appropriate for alternative education students.

Principles and practices of curriculum development and instructional teaching strategies to meet the needs of high-risk youth.

Current trends, research, and development in the areas of student learning, student needs, and institutional responses.

Appropriate behavioral management strategies and interventions.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct Alternative Education services within the Alternative Education division.

Coordinate assigned activities with Alternative Education sites and outside agencies, including the management and coordination of State and federal grants.

Provide administrative and professional leadership and direction for the Alternative Education services.

Recommend and implement goals, objective, and practices for providing effective and efficient Alternative Education services.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Provide responsible administrative support to the Assistant Superintendent.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years teaching experience, at both elementary and secondary levels.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California Teaching Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

HAZARDS:

Possible contact with dissatisfied and abusive individuals.